

Circuit Court for Howard County Position Announcement

Job Title: Contingent Court Reporter

Position Type: Part-Time not to exceed 24 hrs. wkly

Opening Date: October 10, 2023

Closing Date: November 17, 2023

Entry Salary Range: \$20-\$23 per hour

Commensurate with education and experience.

This position is responsible for recording verbatim court proceedings. The incumbent will report to the Supervisory Court Reporter.

Essential Functions:

- Records and monitors court proceedings using digital audio recording system, including the taking of notes, keeping the recording system in the courtroom in good working condition and preparing the courtroom for trials and hearings;
- Prepares hearing sheets in Magistrates cases;
- Prepares transcripts;
- Processes transcript requests, packages transcript requests for outside typists, retrieves and plays recordings for parties and attorneys;
- Estimates transcript costs;
- Processes expungements;
- Prepares copies of audio recordings for the public;
- Performs administrative and secretarial duties, upon request; and
- Assists the public, attorneys, and related state agencies by providing information about the provision of transcripts and audio recordings, both in person, and by telephone.

Knowledge, Skills, and Abilities:

- Fast and accurate typing and proofreading skills, with attention to detail;
- Working knowledge of Windows based applications with an emphasis on Word, WordPerfect and Excel;
- Ability to be flexible regarding overtime work without advance notice, as jury deliberations may extend into the evening;
- Knowledge of legal terms, court procedures and understanding of State and County court structure;
- The ability to exercise discretion and independent judgment and interpersonal skills to interact effectively with all levels of professionals (judges, attorneys, court personnel, the public, etc.).
- Excellent organizational skills, the ability to establish priorities, be adaptable, and multi-task oriented.
- The ability to communicate effectively both orally and in writing, using proper grammar, syntax and spelling.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, fractions, and decimals.
- Ability to lift up to 25 lbs. as needed.

Experience: Relevant experience includes paralegal, legal secretarial, law enforcement, Court or Clerk's Office experience.

Education: Possession of an associate degree from an accredited college or university with two years relevant experience. Two additional years of experience can be substituted for the educational requirement.

Please submit a resume, salary history and references (e-mail preferred) stating the position title to:

Deidre Barksdale
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
dbarksdale@howardcountymd.gov

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.